



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

May 12, 2014 Embassy Suites - Central Austin, TX

Board Members Present: President Edwards, Past-President Cloud, Treasurer Betts, Secretary Dodwell, Parliamentarian Garza, Historian Rodgers, Director-at-Large #2 Jennings, Janice Markwardt, Delia Abbott, Marcy McFarland, Jessica LaPlant, Jenny Oliver, Susan Hyles, Robin Gage, Christi Reeves, Irene Lopez, Tracy Cotner-Pouncy, Scott Christopher.

Members Present: Lisa Price, Rose Bolenbaucher.

The meeting was called to order by President Edwards at 18:30. A quorum was established, introductions were conducted, a sign-in sheet was utilized, and agendas were posted.

Presidents Announcements – Courtney Edwards

Mr. Christopher reported that work plan has been established for the Flash Drive Revision Project and the first step will be to identify files for deletion from the drive. It was also reported that there are 6 "old" flash drives that remain for sale.

Ms. Markwardt reported that work is slowly progressing on the Orientation Packet Revision Project with the next workgroup meeting being scheduled for August 2014.

Ms. Lopez reported that the Registry Committee's Lunch N Learn Offerings are successful. The next scheduled offering is June 13, 2014. Co-Chair Hall is spearheading the registration process and was not present for a report, however Chair Lopez announced that the deadline to register 7 days prior to the offerings, were not meeting with any dissatisfaction or push back. The current registration process will continue and it was advised for participants to check their firewall functionality several days prior to attending the offerings.

Ms. Edwards reported collaboration is occurring with TTCF/TETAF/GETAC on the development of an EMR Position Paper; the thrust being the importance of involving TPMs in the development of EMR.

President Edwards announced to the Board the recent passing of current Fund Raising / Finance Committee Chair Ram Perez. Mr. Perez was an long-term active member of TTCF and gave this organization uncountable hours of selfless service. There was agreement to construct a memorial to Mr. Perez on the TTCF homepage with an obituary hyperlink. Ms. Edwards announced that Mr. Perez's RAC Chair would attempt to gain possession of the TTCF's merchandize and return it by the August meeting. Committee Co-Chair Gage graciously accepted the position of Committee Chair. There was a lengthy discussion on formalizing the TTCF President's option to allocate up to \$200 on an acute basis for time sensitive action, such as ensuring prompt delivery of funeral flowers, etc. It was agreed that an option would be written into the next bylaw revision for potential adoption.

The agenda for tomorrow's General Membership Meeting was reviewed by the Board. There will be a slight deviation from the usual format to accommodate the Trauma Center Association of America's 2 hour presentation.

Mr. Christopher and Mr. Betts provided the Board feedback on today's TTDEC course announcing that there were 72 attendees, and that the "Eventbrite" registration process worked efficiently. The predominant negative feedback item was related to the lack of handouts. There were plans to produce the agendas for next year's TTDEC in a more professional bound format. The Education Committee agreed to assist in the planning/production of next year's TTDEC offering. The feasibility of conducting a pre/post knowledge check around the TTDEC was discussed. Lastly, Mr. Christopher thanked TETAF's Vicki Jowell for her assistance related to the TTDEC CE offering.

Past President Report – Marvin Cloud

Mr. Cloud expressed his concern related to the forecasted decreased state trauma funding and the ever-increasing importance of remaining vigilant and vocal in trauma funding scrutiny. He pledged his support and willingness to continue working towards a more stable state trauma funding platform.

Secretary's Report – Brett Dodwell

Mr. Dodwell entertained a motion by Christi Reeves, with a second by Robin Gage, to approve the TTCF February 10, 2014 Board Meeting minutes as written and posted. There was no opposition and the motion passed unanimously. There was an additional motion by Christi Reeves, with a second by Jacky Betts to accept the TTCF April 16, 2014 telco Board Meeting minutes as written and posted. There was no opposition and the motion passed without dissent. Mr. Dodwell requested that Treasurer Betts supply him with a TTCF CV relating to Mr. Ram Perez for obituary purposes; Mr. Betts was in agreement. Lastly, Mr. Dodwell led a discussion relating to the projected TTCF list server change from yahoo groups to google groups. He requested that board members increase their "test driving" of the google groups list server prior to the organization switching groups. It was proposed that the organization set a changeover date of January 1, 2015 and that both list servers be utilized in the interim to give members an opportunity to learn the new format prior to the yahoo group list server termination date of Jan 2015. There was no voiced opposition to the plan.

Financial Report – *Jacky Betts*

Mr. Betts presented the Board a written financial report consisting of a P&L sheet dated for May 9, 2014 reflecting an Opening Balance Equity of \$30,902.92, minus Retained Earnings of \$(-)12,858.88, minus Net Income of \$8,783.98, equating to a **Total Liabilities & Equity amount of \$26,828.02**. There was a motion to accept the presented itemized financial report by Brett Dodwell, with a second by Courtney Edwards. There was no opposition and the motion passed without debate. Mr. Betts further reported that tomorrow's scheduled vendor had cancelled, and reminded Board Members to solicit vendors for future meetings.

Parliamentarian Report – *Robin Garza*

Ms. Garza reported to the Board that the annual bylaw revisions are scheduled for an acceptance vote during the 3rd quarter meetings. Ms. Garza, Ms. Edwards, and Mr. Dodwell will complete a draft of changes for the scheduled vote. Ms. Garza also announced that nominations are scheduled at tomorrow's meeting for the positions of 1) President Elect, 2) Parliamentarian, and 3) Director-At-Large #1. Voting for the elected positions will also take place during the 3rd quarter General Membership Meeting.

Historian Report – *Kathy Rogers*

Ms. Rogers reported that she continues to supply Secretary Dodwell pictures for publication of the TTCF membership and activities. It was noted that the agendas now contain an announcement in the footer stating that pictures are intended for publication on the TTCF website, list server, and newsletter. There is an "opt out" process.

At-Large Report – *Director #1 Lori Boyett, Director #2 Sherry Jennings*

Ms. Jennings agreed to chair tomorrow's Level I/II Committee meeting until permanent leadership is secured.

Committee Reports

Membership / Mentorship – *Tracy Cotner-Pouncy, Scott Christopher*

Committee leadership is expecting a large turnout tomorrow related to the amount of TTDEC attendees are projected to attend the general membership meeting.

Fund Raising / Finance – *Ram Perez, Robin Gage*

Co-Chair Gage has assumed the Chair position. In honor of Mr. Perez's passing, the next issue of the TTCF newsletter Trauma Matters will include a memorial tribute.

Level I/II – vacant

DAL #2 Jennings will chair tomorrow's committee meeting.

Level III - *Andrea Holmes, Heidi Lavka*

There was no committee leadership at today's meeting. Lisa Price will chair tomorrow's committee meeting.

Level IV - *Janice Markwardt, Deedee Abbott*

Ms. Markwardt reported that survey etiquette will be the focus of tomorrow's meeting.

Trauma Registry – Irene Lopez, Garrett Hall

Ms. Lopez announced the next Lunch N Learn is scheduled for June 13 and that the focus of the August meeting will be changed from ICD10, related to the one year federal delay of ICD10 implementation.

Public Relations / Legislative – Susan Hyles, vacant

Ms. Hyles provided the Board with copies of the Trauma Matters that will be distributed to the membership tomorrow. She requested proof reading assistance, and Historian Rodgers/Secretary Dodwell agreed to provide this service for future editions. The Board and Committee Chairs were informed that the next edition submission deadline is July 15. The importance of the Chairs adhering to the deadline was emphasized.

Special Populations – Jenny Oliver, Sandy Williams

Ms. Oliver announced that work continues on the bariatric focused PowerPoint presentation. There was a suggestion to offer the presentation to the general membership at the November 2014 meeting.

Injury Prevention – Marcy McFarland, Jessica LaPlant

Ms. McFarland and Ms. LaPlant announced a plan to develop and distribute a "Just Drive" focused magnet and/or stickers campaign. Parliamentarian Garza suggested the committee leadership collaborate with the TETAF IP committee on this project.

Education - Christi Reeves, Gina Pickard

Ms. Reeves reiterated the TCAA offering that is scheduled for tomorrow and that 2 CEUs will be provided. She also stated that topics for the August offerings are in the planning stage. There was a suggestion to include "leadership building" offerings in the curriculum.

Open Forum – ALL

Mr. Christopher informed the Board that he attended an inaugural meeting in Chicago between the Society of Trauma Nurses and the Emergency Nurses Association who are developing a national trauma nurse certification and test. Mr. Christopher announced that the project leadership potentially desires to circulate a survey on the TTCF list server with a "what does a trauma coordinator do" focus to obtain information to assist in the national trauma certification development. There was no immediate dissent or objection to the potential list server request.

In closing the Board Members were requested to bring items for silent auction during the August meeting.

There being no further business brought before the TTCF Board, a motion was made by Mr. Betts to adjourn the meeting, with a second by Mr. Dodwell. There were no objections, the motion passed and the meeting was adjourned by President Edwards at 20:18.

The next in-person TTCF Board meeting is scheduled for August 18, 2014. The next TTCF Board Telco meeting remains TBA.

Recorded by,

*Brett Dodwell
TTCF Secretary*